



Solicitation Information
30 OCT 01

LOI # B00222

TITLE: Industrial Rehabilitation Services

Submission Deadline : 27 Nov 01 @ 2:00 PM

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **14 Nov 01 at 12:00 Noon** . Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Letters of Interest Industrial Rehabilitation Services

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Dr. John E. Donley Rehabilitation Center, Rhode Island Department of Labor and Training, requests Letters of Interest from qualified firms and organizations to provide industrial rehabilitation services under a Agency Master Price Agreement, limited only to the Department of Labor and Training. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available on the internet at www.purchasing.state.ri.us

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidder's are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.

- “Foreign” corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporations Division 401-222-3040).
- All respondents must comply with all federal, state, and local licensing requirements to perform these services.

CONTRACT TERMS

The Master Price Agreement that will be established as a result of this solicitation will be for five years. Approximate dates are from 12/1/ 01 to 11/30/06. The State wishes to establish a qualified vendor list with multiple service providers. *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.*

Topic areas for services covered by this request include, but are not limited to:

- Hand Therapy be certified Hand Therapists
Five to ten cases per year involving complex hand injuries such as contractures and neurological conditions requiring therapy with advanced specialty in hand impairment. Must be skilled at hand evaluation regarding motor and sensory deficits.
- Occupational Therapy (Rhode Island Licensed Occupational Therapist)
Will work with clientele with a variety of diagnoses of upper extremity problems with specialty in the area of elbow, wrists and hand. Must have expertise in static and dynamic splinting as well as serial casting. Approximately five to ten cases per month.
- Physical Therapist (Rhode Island Licensed Physical Therapist)
Provide patient evaluation including performing and interpreting test and measurements of neuromuscular and musculoskeletal injury for the purpose of aiding treatment, planning treatment programs for individual patients based on findings, to restore the injured worker to a state of physical function as near as possible to pre-injury status. Provide documentation and timely reports as specified by the Department of Health Rules & Regulations as well as Donley Center policy. Responsible for supervision of PTA's and supportive personnel.
Approximately 35 - 70 hours per week.
- Aquatic Therapy (Life Guard's license required and Water Safety Instructor Certification)
Provide therapeutic aquatic programs with emphasis on flexibility increase strength and improved overall fitness.
Approximately 600 hours annually.
- Vocational Services
Vocational services include evaluations to determine the extent to which the employee will benefit from vocational services, case management services to implement vocational recommendations such as job placement assistance, skills enhancement or retraining. Knowledge of vocational software and testing is required. Services will also include participation in motivational group services such as job seeking skill workshops and job support groups.
Approximately 20-60 evaluations annually.

- Physical Rehabilitation Services Coordinator (Must be Rhode Island Licensed Physical Therapist)
Shall prepare and be responsible for procedural guidelines to be used during the evaluation process and treatment period of the client involved in industrial rehabilitation. Must enforce Department of Health Rules & Regulations as well as Donley Center policy. Must demonstrate prior and successful experience in providing comprehensive rehabilitation in an industrial setting. Experience in program development for physical therapy, work hardening, aquatic therapy and chronic pain rehabilitation. Knowledge of Rhode Island Workers' Compensation Law.
Approximately 20-35 hours per week.

The contractor(s) selected as a result of this request will provide professional staff to conduct rehabilitation on an as-needed basis. Hours will be determined by the need of the facility.

No estimate of, or commitment to, a specific level of spending is made by the request. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term of 60 months from the date of award. Any award(s) resulting from this request will be subject to the State's General Conditions of Purchase, which is available from the Internet at www.purchasing.state.ri.us, as well as the terms of this request and any specific conditions set forth in the Master Price Agreement.

Interested firms and organizations should submit Letters of Interest containing the following information:

- a description of the corporate background of the offeror;
- a description of the program(s) being submitted for consideration;
- as appropriate, resumes of key staff who may provide services covered by this request, with emphasis on experience in industrial rehabilitation;
- additional staff or services as may be available through subcontractors, subsidiaries or corporate partners;
- letters of endorsement and/or case studies describing other engagement;
- **a comprehensive price list for all services, including hourly rates or per diem fees for all professional staff;** *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.*
- a statement of ability to provide requested services within one-week time period.
- As appropriate, proof of license / certification must accompany the response to this solicitation

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **14 Nov 01 at 12:00 Noon**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401)222-2142, Extension 134.

Letters of Interest to provide the services covered by this request must be received by the Division of Purchases on or before **27 NOV 01 @ 2:00 PM**. . Responses

received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Responses (an original plus five (5) copies) should be mailed or hand delivered in a sealed envelope marked "LOI # B00222: Industrial Rehabilitation Services" to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

RESPONSE CONTENTS

Responses must include the following:

1. an R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet Home Page at www.purchasing.state.ri.us;
2. a statement of experience describing the Vendor's background, qualifications and experience with and for similar projects, and all information described earlier in this solicitation;
3. a comprehensive **five-year** price list for services as previously described;
4. a completed and signed W-9 Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases web site www.purchasing.state.ri.us

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- Capability and qualifications of the Offeror, as evidenced by relevant experience in industrial rehabilitation (40%).
- Qualifications of Professional Staff, as evidenced by resumes of staff who may be assigned to perform direct services (30%).
- Cost, as evidenced by hourly rates, per diem fees or other costs (20%).
- Capacity, as evidenced by ability to supply qualified staff upon short notice (10%).

The State reserves the right to accept or reject any or all offers. The State also reserves the right to make one or more awards as a result of this solicitation.

Vendors must attain a minimum score of 75% and have all required licenses to be placed on the Agency Price Agreement.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.